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Security Information

Spec. Asst. (Admin.) to DD/I Diary

Friday, 6 February 1953

25X1A5a1

25X1A9a 1. In accordance with [redacted] request, secured from the IAD offices a rough, preliminary estimate of additional space requirements based on present ceiling. Based on telephone inquiry, advised [redacted] of a rough estimate of 51,000 square feet. [redacted] 25X1A9a advised that it might be possible that additional space could be provided for the DD/I offices through relocation of the present occupants of Central and North Buildings.

2. Concurred in a draft CIA notice referred by DD/A for comment which would require a narrative evaluation by the immediate supervisor in cases of reassignment and a counter-signature on the evaluation by an official of the unit to which the employee would be reassigned prior to final approval of the transfer. This procedure is desirable inasmuch as it will assure that the gaining unit is fully aware of the supervisor's evaluation prior to accepting the reassignment. Concurrence was with a revision which would make clear that the procedure was not mandatory involving reassignments between Divisions within the DD/I offices. The procedure would be applicable in all inter-office transfers.

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[redacted]

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